



Delivery of Documents in Hard Copy Form to Companies Registry for Registration



Address : 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Website : www.cr.gov.hk
e-Registry : www.eregistry.gov.hk
Cyber Search Centre : www.icris.cr.gov.hk
Company Search Mobile Service : www.mobile-cr.gov.hk
Email : crenq@cr.gov.hk
Enquiry Hotline (IVRS) : (852) 2234 9933

Important

This pamphlet is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) and should not be regarded as a substitute for reading it. You can purchase a hard copy of the Companies Ordinance from the Online Government Bookstore (www.bookstore.gov.hk) or call the Publications Sales Section of the Information Services Department at (852) 2537 1910. You can also read the full text of the Companies Ordinance at www.elegislation.gov.hk. Companies are advised to seek independent professional advice as they see fit.

This pamphlet covers delivery of documents in hard copy form only. For details on electronic delivery of documents, please visit the Companies Registry's electronic service portal "e-Registry" (www.eregistry.gov.hk).

Requirements for Documents Delivered to the Registrar of Companies for Registration

Under sections 31(1), 32(1) and 35 of the Companies Ordinance (the Ordinance), the Registrar of Companies (the Registrar) may specify requirements for different documents and refuse to accept any document for registration if the document appears to be unsuitable for making copies or image records and for keeping records of the information contained therein.

The Registrar has, as empowered by the Ordinance, specified the requirements for documents delivered for registration. Please refer to the information pamphlets "*Requirements for Documents Delivered in Hard Copy Form and Shareholders' Lists Delivered in the Form of CD-ROM or DVD-ROM to the Registrar of Companies for Registration*" and "*Requirements for Documents Delivered in Electronic Form to the Registrar of Companies for Registration*" for the specified requirements.

You can download the information pamphlets at www.cr.gov.hk or obtain a hard copy at the information counter on the 14th floor of the Queensway Government Offices.

Requirements for Documents Delivered in Hard Copy Form

Documents delivered in hard copy form and registered by the Registrar are recorded as digitised images. It is

important that all documents delivered to the Registrar for registration in hard copy form are capable of being reproduced in legible form and enabling the Registrar to make copies or image records and to keep records of the information contained in them.

- ❑ The paper must be plain white with a matt surface and of medium weight (grammage not less than 76 gsm) and A4 size (210 mm x 297 mm).
- ❑ The text must be printed or typed clearly and legibly on paper in portrait format (i.e. with the shorter edge across the top) in permanent black ink, of uniform density, and the font must be of at least size 10. Carbon copies and documents printed by dot matrix printers are not acceptable.
- ❑ There must be a blank margin of at least 5 mm on all sides of each page of a document except that the top and bottom portion of the first page of a document that is not presented in a specified form must have a margin of at least 35 mm and 50 mm respectively.
- ❑ A document which comprises 2 or more sheets must be fastened together securely at the top left corner.
- ❑ Duplex printing is acceptable. Information on the second page of a document may be printed on the reverse side of the first page of the document. Paper with irrelevant information printed on the back side is not acceptable.
- ❑ For separately bound shareholders' lists, computer printout on listing (lined) paper larger than A4 size and printed by a near-letter quality 24-pin type dot matrix printer using the enhanced printing mode is acceptable.
- ❑ For shareholders' lists accompanying an Annual Return or a Return of Allotment in hard copy form and delivered in the form of CD-ROM or DVD-ROM to the Registrar for registration, please refer to the information pamphlet - "*Requirements for Documents Delivered in Hard Copy Form and Shareholders' Lists Delivered in the Form of CD-ROM or DVD-ROM to the Registrar of Companies for Registration*" for the specified requirements of the CD-ROM or DVD-ROM.

Format of Documents

Some documents are required to be delivered for registration in a form specified by the Registrar. You can download these specified forms at www.cr.gov.hk or purchase hard copies on the 14th floor of the Queensway Government Offices. For documents which do not have a specified format, they must contain all the information as required under the Ordinance.

Methods of Delivery

► In person

You can deliver documents and fees (**Note**) at the Shroff Counters on the 14th floor of the Queensway Government Offices during the following service hours -

Normal service-

Monday to Friday 8:45 a.m. - 12:30 p.m.
2:00 p.m. - 5:00 p.m.

Limited service-

Monday to Friday 12:30 p.m. - 2:00 p.m.
5:00 p.m. - 5:30 p.m.

During the *limited service session*, you can *deliver up to six documents at one time*. If you need to deliver more than six documents, you can either re-queue or make use of the Registry's *Drop-in Box*.

► By post

You can send documents and cheques (**Note**) with sufficient postage to -

Companies Registry
14th floor, Queensway Government Offices
66 Queensway
Hong Kong

► Drop-in Box

Monday to Friday - During service hours

You can deposit documents and cheques (**Note**) in the Drop-in Box provided on the 14th floor of the Queensway Government Offices.

Monday to Saturday - Outside service hours (except public holidays)

You can deposit documents and cheques (**Note**) in the Registry's Drop-in Box provided near the Information Counter on the Deck Floor, High Block of the Queensway Government Offices.

Note :

Documents requiring fees must be delivered for registration with the correct fees. Cheques should be crossed and issued in Hong Kong Dollars payable to "Companies Registry". For overseas payers, a bank draft in Hong Kong Dollars made payable to "Companies Registry" and drawn on a licensed bank in Hong Kong is required. **Please do not send cash.**

Checking of Receipt of Documents

For documents delivered by post or deposited through the Registry's Drop-in Box, official receipts (for documents requiring fees) or acknowledgement slips (for documents not requiring fees) will be sent to the presentors / companies by post.

You can conduct a document index search free of charge through our Cyber Search Centre (www.icris.cr.gov.hk) or Company Search Mobile Service (www.mobile-cr.gov.hk) to ascertain the status of the documents delivered to the Companies Registry.

Enquiries

For enquiries concerning this pamphlet, please call (852) 2867 2600.

A Check List for Delivering Documents in Hard Copy Form for Registration

Before you deliver a document in hard copy form for registration, please ensure that you -

- Meet the requirements specified by the Registrar.
- Use the correct specified form.
- State correctly the company number and company name as printed on the Certificate of Incorporation /

Registration / Change of Name / Registration of Alteration of Name (whichever is the latest).

- Complete all items on the form consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese.
- Complete documents of the same set in the same language.
(Examples: court order, Form NSC20, minute of reduction and any annexure to these documents in relation to cases on reduction of capital confirmed by the court; charges and their related documents.)
- Sign (or certify where applicable) and date the document.
- State the particulars of the presentor. Covering letters are not required unless you need to draw our attention to a specific issue.
- Pay the correct fees and, if delivered by post, covered by sufficient postage.
Any document which is not accompanied by the correct fee will be regarded as unsatisfactory and will be rejected. In the case of late filing of annual returns on re-delivery, higher registration fees will be required.
- Deliver together with the requisite accompanying statement or document as required by the Ordinance.
- Deliver the document for registration as early as possible within the statutory time limit, in particular for delivery of documents by post, to avoid delay that may be caused by unforeseen circumstances.
If the document is delivered by post, the document will not be regarded as having been delivered to the Registrar if it has not been received by the Registrar. The company and every responsible person of the company are liable to prosecution for late delivery or non-filing of statutory returns. In the case of late delivery of annual returns, higher registration fees will be required.
- Deliver the document for registration after the reported changes took place. The Registry will not accept a document or return which is delivered for registration before the effective date of the reported change or the made up date of the return.